



## **SENIOR PROCUREMENT AGENT JOB ANNOUNCEMENT (AID-004-14)**

**OPEN TO:** All Interested Candidates

**POSITION:** Senior Procurement Agent

**OPENING DATE:** April 07, 2014

**CLOSING DATE:** April 30, 2014

**WORK HOURS:** Full-time; 40 hours/week

**SALARY RANGE:** ZMK 121,729.74 p.a – ZMK 189,217.57 p.a.  
Position Grade: FSN-08

USAID/Zambia has an immediate opening for a Senior Procurement Agent in the Executive Office.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

The incumbent serves as the Senior Procurement Agent responsible for the full range of Procurement services for the United States Agency for International Development (USAID). These responsibilities include:

- Perform a variety of procurement duties and other contracts including Personal Services Contracts and the procurement instruments, negotiating awards, preparing amendments and terminations, primarily in support of the efforts of the USAID Mission to Zambia.
- Surveys local and/or offshore sources of supply, sends solicitations/requests for bids or quotations by phone and analyses all paper work prior to submission to the Executive Officer, correspondence, and/or advertisement as appropriate. Performs the same functions for all project procurement.
- Assists the Executive Officer in screening and reviewing bids and quotations and negotiating contracts, reviewing final contract language supplier's bills etc.

- Obtains fiscal data for input or obligation and negotiates contracts and revisions to various contract provisions.
- Writes memoranda of negotiations and prepares other required documentation.
- Maintains contract files and records, prepares reports on closing out Purchase Orders and Contracts which have ended.
- Receives and reviews requests for the procurement of commodities and services.
- Manages the procurement workflow in Ariba for all USAID/Zambia requests up to \$5,000.00 in Ariba.
- Manages the procurement workflow in Global Acquisition and Assistance System (GLAAS) for all USAID/Zambia requisitions from \$5,000 up to \$150,000.00 threshold.
- Reviews vendors' responses and prepares analysis recommendation(s) based on prices, vendor capability, and reliability, quality of goods of services and other factors for Executive Officer's decision.
- Tracks purchasing process until receiving reports are received and filed in Purchase Order files.
- Drafts follow-up correspondence with vendors to ensure timely receipt of goods or services as appropriate and goes with the kind of procurement which constitutes precedents, policy considerations, possible problems, etc.
- Keeps aware of market conditions, including price and availability of important commodities and services, and maintains contacts with official of local supply firms to facilitate resolving procurement problems.
- Maintains close liaison with the Assistant General Services Officer for Property Management and maintenance to obtain continuous input of requirement for procurement needs.
- Drafts requests for Proposals and Contracts.
- Develops and maintains market data relative to supplies and prices.
- Maintains procurement reference library which will include supply catalogues, GSA schedules, and ADS regulations on procurement and procedures, purchase order ledger, and inventories; and retires Purchase Order files as appropriate.
- Submits monthly purchase order tracking report with updates on status of each Purchase Order issued, i.e. date purchase requested, description, date Purchase Order requisition issued, date shipped, date received and remarks.

- Prepares correspondences with vendors for Executive Officer's signature and all reports related to the procurement function.
- Maintains close liaison with the USAID Administrative Assistant in-charge of shipping and Embassy shipping Clerk to ensure timely clearance of goods.
- Coordinates renewal of leases and prepares all payment vouchers for vendors pertaining to Purchase Orders including lease payments using a Public Voucher for Purchases and Services Other Than Personal form (SF 1034) .
- Notification to vendors sent on time in the eventuality of delay in the delivery of goods or services.
- Tracking System for timely closeouts of Purchase Orders for all Strategic Objective teams implemented.
- Directs the maintenance of procurement references, such as department of State and associated agency procurement regulations and instructions, GSA catalogues and instructions, U.S. federal acquisition and standards, example of contracts, leases and purchase orders which constitute or may be used as precedents, etc.
- Prepares correspondence and reports relative to procurement function and other duties as assigned by the Executive Officer.

### **Required Qualifications:**

- A. Education:** A Bachelor's degree in business administration, commerce, or a professional degree in Chartered Institute of Purchasing and Supply (CIPS).
- B. Prior Work Experience:** Threes years of progressively responsible experience in procurement and related field is required.
- C. Knowledge:** Knowledge of local and international procurement sources for all types of commodities and services. Knowledge of business correspondence procedures.
- D. Language Proficiency (level and specialization):** Level IV English ability (fluent is required. Must be able to read, write and speak fluent one local language.
- E. Skills and Abilities:** Requires effective administrative and interpersonal skills, good organization, tolerance and utmost discretion and impartiality in dealings with all levels of procurements, familiar with Microsoft office applications Word and Microsoft Excel.

## **APPLYING:**

Qualified candidates should send:

1. A formal application letter or cover letter;
2. A current CV;
3. Photocopies of all professional certificates and degrees;
4. A fully complete application form DS-174 (available online at <http://www.state.gov/documents/organization/136408.pdf>); and
5. Contact information for at least three professional references.

The complete position description listing all duties and responsibilities is available on USAID/Zambia website: <http://www.usaid.gov/zambia/careers>.

## **SUBMIT ALL APPLICATION MATERIALS TO:**

**[EXOZambiaHR@usaid.gov](mailto:EXOZambiaHR@usaid.gov)** (E-mailed applications required.)

The email subject heading ***must*** read:

**Application: Senior Procurement Agent, AID-004-14**

**Only short listed candidates will be contacted.**